

LOUISVILLE METRO COMMUNITY SERVICES EXTERNAL AGENCY FUND FY17



*APPLICATION
GUIDELINES*

Fiscal Year 2017 Community Services External Agency Funding (EAF) Competitive Application

Louisville Metro Community Services EAF Funds are awarded annually to non-profit organizations offering programs or services in Louisville/Jefferson County that align with Metro Community Services' Mission and Strategic Goals.

Community Services Mission: *"To improve the quality of life for all residents and reduce poverty."*

Strategic Goals: There are 4 key areas (particularly for households at or below 125% of poverty):

- Decreasing homelessness
- Increasing household financial stability;
- Increasing youth, teen and/or young adult engagement in quality programming;
- Increasing access to services and resources for a targeted population.

Louisville Metro Government employs a competitive granting strategy and strives to award funding to agencies that demonstrate a measurable positive impact in the community and are good stewards of taxpayer dollars. Our goal is to invest in programs that achieve the most effective and efficient results. Successful grantees will be required to report on their success in meeting goals and outcomes.

Application Process:

***You must participate in the Mandatory Orientation Webinar before submitting an application!
If you are not able to participate in the live Orientation Webinar, you must view the webinar (link found on the EAF webpage- www.louisvilleky.gov/EAF) or you can send an email to EAF@louisvilleky.gov and request a link to the recorded version.***

Louisville Metro Government will accept applications, via the online survey, until **Friday, March 18, 2016 at 5:00pm** from qualified non-profits that are committed to providing services that achieve meaningful outcomes for Metro citizens in the following service categories:

- Workforce Development/Job Training
- Household Stability/Safety
- Services specific to identified targeted populations
- Services specific to youth, teens and/or young adults

Metro Government External Agency Funds are NOT intended for health organizations, child care centers, support groups or start-ups.

What's new?

To simplify the application process, increase operational efficiencies, and highlight the increased focus on program outcomes, Louisville/Jefferson County Metro Government has made the following changes to the application:

- Mandatory Orientation Webinar participation (February 25, 2016)
- Agencies will be required to provide information regarding all funding received through Metro Government and other funding sources.

THINGS TO KNOW ABOUT THE ONLINE APPLICATION TOOL

We are once again using the online tool called Survey Monkey. This tool will allow you to exit and re-enter the application as often as needed, without losing your information, as long as you are using the same computer, until the **application closes at 5:00pm on March 18, 2016.**

However, there are a few things you need to know:

- You must **use the same computer** once you start working on the application online as your responses are tied to your computer's IP address.
- Technology can sometimes be unpredictable – Therefore, we recommend that as you enter information into each section, click on the "Next" button to save your work.
- It is highly recommended that you **draft your responses in WORD** to ensure adherence to the word limitations where noted.
- You will not receive a copy of your application once submitted. For this reason, we recommend that you **print a copy of your application** for your files before the submission period ends on March 18, 2016 at 5:00pm. To do so, simply go back to the beginning of your application using the "Prev" button and **print each section**. You can move from section to section using the "Next" button. Each section will print in its entirety using the print function located at the top of your toolbar.

TECHNICAL ASSISTANCE WILL BE AVAILABLE DURING NORMAL BUSINESS HOURS

MONDAY THROUGH FRIDAY; 8:00AM – 5:00PM

Please email questions to EAF@louisvilleky.gov.

2016-2017 COMMUNITY SERVICES EXTERNAL AGENCY FUND TIMELINE APPLICATION DEADLINE

Friday, March 18, 2016 at 5:00pm

COMMUNITY SERVICES STAFF REVIEW AND PREPARATION

March – April 2016

Staff will review all applications, determine whether the applications meet requirements, and compile overview information for the Panel members. Staff will alert the Panel to any ineligible, incomplete, or problematic contents. The Panel members will make final decisions regarding eligibility.

PANEL REVIEW

April 2016

Department staff will provide copies of applications and review input to panel members at first meeting. Panelists will review and score applications prior to subsequent meetings as specified by Panel chairperson.

MAYOR'S BUDGET APPROVAL

May 2016

Panel submits recommendations for funding to the Mayor's Office.

METRO COUNCIL BUDGET APPROVAL

June 2016

Metro Council's final approval of the Louisville Metro Government FY17 budget is expected on or before June 30, 2016.

AWARD NOTIFICATION

July 2016

Only those agencies that are in the approved budget will be notified of their grant award status via email.

SIGNING OF GRANT AGREEMENT

July 1, 2016 – August 30, 2016

The Grants Coordinator will contact all grant recipients to complete Grant Agreements and Work Program & Budgets.

GRANT AWARD TRAINING

July 2016

Mandatory training will be held for Community Services External Agency Grant recipients on grants management and accountability.

DEADLINE TO SPEND ALL EXTERNAL AGENCY FUNDS AWARDED

June 30, 2017

REQUIREMENTS TO APPLY

KENTUCKY SECRETARY OF STATE <https://app.sos.ky.gov/ftsearch/>

Community Services Fund applicants must be incorporated as nonprofit corporations and qualified to do business in the Commonwealth of Kentucky as a registered organization with the Kentucky Secretary of State.

- Community Services Fund applicants must be in good standing with the Kentucky Secretary of State.

LOUISVILLE METRO REVENUE COMMISSION (502) 574-4857

- Each Community Services Fund applicant is required to be registered with the Louisville Metro Revenue Commission and must have accounts in “okay” status with the Commission.
- Agencies that have “Contracted” employees are required to ensure those employees are registered with the Louisville Metro Revenue Commission and those contracted must be in “okay” status with the Commission.
- Account numbers for agencies and contracted employees are to be provided for monitoring purposes. Funding could be jeopardized for any agency if they or their contracted employee is not in “okay” status with the Commission.

501(c)3 IRS DETERMINATION

- Community Services Fund applicants must already have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service.

ATTEND MANDATORY GRANT ORIENTATION

- **Applications will not be accepted from agencies that do not have representation at the mandatory EAF Webinar Orientation session.**
- If the agency missed the mandatory sessions, please contact EAF@louisvilleky.gov to make alternate arrangements.

LOUISVILLE/JEFFERSON COUNTY PROGRAMS

- All Community Services Fund grant applications must be for programs that will serve the residents of Louisville/Jefferson County, Kentucky.

RELIGIOUS ACTIVITY

Religious activities such as proselytizing, prayer, religious study, distribution of religious materials, etc. may not be included in any program funded by Metro funds.

LOBBYING IS PROHIBITED

For the purposes of this application process, lobbying means any oral or written communications by an External Agency Fund applicant and/or representative(s) employed or retained by them, with members of the Louisville Metro Council and/or staff, Louisville Metro Government Officials and/or staff, in order to attempt to influence the outcome of the External Agency Fund process.

The External Agency Fund process begins when Louisville Metro Government notifies the public of the grant opportunity and continues through the application process. The prohibition on lobbying ends at the time the Louisville Metro Mayor presents the budget recommendation to Metro Council. Prohibited lobbying activities include, but are not limited to:

- o Any attempt to influence the outcome of the External Agency Fund process, through in-kind or cash contributions, endorsements, publicity, or similar activities;
- o Any attempt to influence the outcome of the External Agency Fund process through communication with any panel member or employee of Louisville Metro Government.
- o Any attempt to influence the External Agency Fund process by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign.
- o Any attempt to improperly influence, either directly or indirectly, an employee or officer of Louisville Metro Government to give consideration to or act regarding the External Agency Fund process.

Requesting technical assistance prior to the application deadline is not considered lobbying.

Continuation Funding Request Application:

The continuation funding request application is intended for programs that currently receive Community Services EAF funds for Fiscal Year 2016 (7/1/2015-6/30/2016) and are seeking continuation of that funding for Fiscal Year 2017. **Agencies will complete one application per continuation program.**

Your agency should complete this application if the following applies:

- Your agency was funded through the Community Services EAF fund in FY16 and the same program(s) will be enhanced or expanded in FY17.

New Funding Request Application:

The new funding request application is for programs that have been in existence for a minimum of 6 months prior to January 1, 2016 and that did NOT receive Community Services EAF Funds for Fiscal Year 2016 (7/1/2015-6/30/2016). **Agencies will complete one application per new program.**

Your agency should complete this application if one of the following applies:

- Your agency was NOT funded with Community Services EAF general funds during FY16.
- Your agency was funded for a specific program in FY16, but you would like to apply for a different or an additional program for FY17.

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION AND MAKE SURE THAT YOU HAVE PARTICIPATED IN THE MANDATORY ORIENTATION WEBINAR!

FY17 Application Instructions:

- Applications are to be submitted online through an internet application called Survey Monkey.
- Applications must be submitted by 5:00pm on March 18, 2016. Applications are time-stamped upon submission, so please allow enough time for technical glitches.
- Organizations applying should submit only one application per program requesting funding.
- Please note that Survey Monkey will allow you to exit and re-enter the application as often as needed, without losing your information, until the application closes at 5:00pm on March 18, 2016. However, there are a few things you need to know:
 - You must use the same computer once you start working on the application online as your responses are tied to your computer's IP address.
 - We stress that you **use WORD to prepare** your answers so that your information can be retrieved should a problem arise.
- Organizations submitting applications must be able to demonstrate the benefits to the population being served and include goals and outcomes to be tracked and measured.
- It is highly recommended that you draft your responses in WORD to ensure adherence to the word limitations where noted.
- REMEMBER TO PRINT A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES BEFORE THE APPLICATION CLOSING ON MARCH 18, 2016 AT 5:00PM. Instructions on how to do so are included. No other copy will be provided.

Step-by Step FY17 EAF Application Instructions:

Question 1. Choose if your application is a **NEW** or **CONTINUATION** funding request application based on the definitions provided above.

I. AGENCY INFORMATION

Question 2. Fill in the blanks provided with the legal name of the agency as it is listed on the Secretary of State website and the agency contact information.

Question 3. Mission statement of the agency as approved by the Board of Directors **(30 words or less)**

Question 4. Louisville/Jefferson County Revenue Commission Number registered to your agency. This is a six digit number issued to your agency by the Louisville/Jefferson County Revenue Commission.

II. PROGRAM INFORMATION

Question 5. Name of the program for which you are requesting funding

Question 6. Short description of the program **(200 words or less)**

Question 7. Program contact information

******* THE FOLLOWING 3 QUESTIONS MUST ALIGN *******

Question 8. Select a primary focus of the program (select only one):

- Decreasing homelessness
- Increasing household financial stability
- Increasing youth, teens and/or young adults engagement in quality programming
- Increasing access to services and resources for a targeted population

Question 9: Select the primary population category that the program serves (select only one):

- Aging
- Disabled
- Homeless or at risk of homelessness
- Immigrants/Refugees
- Households at or below 125% of poverty
- Women and/or families at risk of abuse or neglect
- Veterans
- Youth, teens and/or young adults
- Other – please describe what this new population would be and it cannot be a combination of those listed above.

- Question 10:** Select the primary service provided by the program (select only one):
- Workforce development/job training
 - Household stability/safety
 - Services specific to identified targeted population
 - Services specific to youth, teens and/or young adults
 - Other – please describe what the primary service area that you are providing that is not listed above
- Question 11:** List the average age of the population that will be served by the program.
- Question 12:** Does the program serve only Jefferson County? If NO, what percentage of clients reside in Jefferson County?
- Question 13:** As of January 1, 2016, how long has the program been in existence?
- 6 months to 1 year
 - 1 year to 5 years
 - 5 years to 10 years
 - 10 or more years
- Question 14:** List up to 3 goals that indicate how the identified population will benefit from this program. Based on the primary population category chosen in Question 9, please list the goals of the program as it relates to this population.
- Question 15:** List up to 3 measurable outcome(s) that align with the primary goals listed in Question 14. Based on the goals listed in Question 14, please indicate what the measurable outcomes will be to benefit the identified target population.
- Question 16:** Describe how the outcomes listed in question 15 will be measured **(150 words or less)**. Describe in detail how you will measure your outcomes for the program that is requesting funding.
- Question 17:** **For this program please list:**
- How many people did this program serve over the past 12 months?
 - How many people do you have the capacity to serve in a 12 month period?
 - How many people do you plan to serve in the new year of funding?
 - How many staff do you currently have assigned to this program?
 - How many staff do you plan to have assigned to this program in the new year of funding?
- Question 18:** Describe your proof of success in reaching the identified goals and measurable outcomes (from Questions 14 and 15) for the program **(250 words or less)**.
- Question 19:** Describe how the funding from Metro Government will help to enhance or expand this program **(250 words or less)**.

III. BUDGET INFO

Metro funds may not be used to supplement more than 25% of the total agency budget (excluding in-kind). Agency may be required to prove current agency funds available to agency through use of bank statements, etc.

Question 20: For the Metro dollars requested, please give a specific amount in the categories that you are requesting funding for this program (categories include: personnel, rent, utilities, office supplies, program materials, telephone, in-town travel, small equipment, client assistance, and other expenses).

Refer to lists below of allowable and unallowable expenditures.

GRANT EXPENDITURES PER LISTED LINE ITEM

Following are the line items as located on the WPB and the Quarterly Report form. Line items that can contain expenses as listed and defined below:

- **Personnel** – Individuals employed by the agency who receive an IRS W-2 form at the end of the calendar year for the purpose of filing federal and state income taxes
 - Those persons on contract and/or receive an IRS 1099 form are to be included in the “Other Expenses” line item.
 - Only “net pay” of those which includes wages paid, accrued vacation, accrued sick time, savings accounts and retirement accounts deducted from gross pay as identified on pay stubs and/or payroll journal
 - Only the percentage of time the employee spends working in/on the program may be charged to the grant.
- **Rent** – The actual cost for space to house personnel, program equipment, program supplies and/or the program participants necessary to carry out the program as funded. If agency owns property rent may not be charged. Copy of lease must be provided with Grant Agreement.
 - Only the percentage used by the funded program may be charged to grant.
 - No late fees may be charged to the grant.
- **Utilities** – The incurred cost (if not included in rent) of water, sewage, gas, electric and garbage pickup if not available free of charge at program facility.
 - Only the percentage used by the funded program may be charged.
 - No late fees may be charged to the grant.
- **Office Supplies** – Those items purchased to be used in the course of performing day to day business activities within the funded program such as:
 - Anything desk-top related costing less than \$50 in bulk i.e. paper clips, tape, etc.
 - Calendars
 - Envelopes
 - File folders/hanging file folders
 - Paper/Note pads
 - Post-it Notes
 - Rubber Bands

- Scissors
- Staples/Stapler
- Toner/ink cartridges
 - ✓ Items are to be kept separate and used for program only or;
 - ✓ Only the percentage used by program may be charged to grant
- **Program Materials** – Those items purchased to be used in the course of conducting the day to day activities of the funded program such as:
 - Materials associated with recruitment of participants (non-fundraising)
 - ✓ Brochures
 - ✓ Forms i.e. applications, sign-in sheets, etc.
 - Postage, Fed Ex, and/or UPS
 - Printing costs/Copying costs
 - Program supplements
 - ✓ Assessment tools
 - ✓ Computer software
 - ✓ Instructional materials i.e. manuals, brochures, etc.
- **Telephone** – The percent of total cost in conducting program funded business using:
 - Landline business/agency phone
 - Cell phone as it relates to program operations
 - Internet Services
 - No late charges to be covered with Metro funds
- **Travel** – Meetings are to be relevant to the funded program and to the benefit of the participants being served within the funded program. The cost of attending local meetings and staff functions away from the office using “personal” vehicles. Local travel is considered within Jefferson County. Mileage expense is to be in accordance with the grantee’s established mileage policy or no more than 40 cents per mile. Detailed mileage sheets must be kept which include the name of the employee, the date, destination, purpose of travel, and miles driven. Form should also include a space for employee to sign and a supervisor or finance staff to approve by signature. Any requests for out of town travel for staff professional development (related to the funded program), must be pre-approved by the grants manager 30 days in advance. An Out of Town Travel Request Form must be requested from the grants manager and submitted for approval.
- **Small Equipment (including electronic)** - Any item that individually costs less than \$1,000 and has a useful life of one year or more to benefit the funded program.
 - Items to be purchased at beginning of contract year for use during program grant period (later in year if approval provided)
 - Copiers or lease of copiers
 - Desk top/lap top computers
 - Fax machines
 - Postage machines
 - Printers
 - The cost of maintenance for above equipment is to be put in this line item.
 - Only the percentage used by program may be charged to grant.
- **Client Assistance** – The cost of providing direct or indirect assistance to clients as determined by the proposal and/or grant agreement through the funded program.
 - Attorney Fees

- ✓ Limited to specific “funded program” in which such is focus of awarded program
 - Bus tickets
 - ✓ Limited to specific “funded program” in which item was a part of original grant application
 - ✓ Agency must document amount and who receives tickets
 - ✓ To be provided only for education, employment, medical or other social service cause
 - Emergency Food Distribution
 - ✓ Limited to specific “funded program” in which such is focus of awarded program
 - ✓ Program participants receiving non-perishables or other food items from a distribution center, food pantry, etc.
 - ✓ Those serving meals to the homeless as part of the awarded program
 - Rent or mortgage payment
 - Required items to be purchased in order to participate in an educational program, employment training program and/or to obtain permanent employment
 - ✓ Agency to make purchase or provide vendor voucher, no funds provided directly to participants
 - Utilities (no phone or cable)
 - Vouchers for work clothing (uniforms), work boots, etc. as an integral part of program focus
 - Vouchers for school uniforms as an integral part of program focus
- ***Other Expenses*** – those program expenses not addressed above as follows (not all inclusive):
 - Audit
 - ✓ A formal examination of the grantees financial situation performed by professionals in the field (e.g. Certified Public Accountant)
 - ✓ Limited to percent of funded program
 - Charter Bus
 - ✓ Applicable for “youth, teens and/or young adults” programs in transporting participants to educational outings within Louisville Metropolitan Area only
 - Contract labor
 - ✓ Those solicited with an agreement to perform certain functions within the program that are not considered permanent employees, that do not receive the benefits offered to regular employees and receive an IRS 1099 form at the end of the year for filing federal, state and local taxes.
 - Includes those individuals or groups contracted to provide training sessions, information classes, etc. for participants of the program
 - ✓ It is the responsibility to ensure those contracted persons are registered with the Jefferson County Revenue Commission to ensure “occupational taxes” are paid on earnings if Metro dollars are paying for the service provided.
 - Cleaning Supplies
 - ✓ Limited to percent of funded program

- Fuel
 - ✓ An expenditure related to use of an agency vehicle to transport people or goods related to specifics of funded program
 - Does not include use of personal vehicles
- Insurance
 - ✓ Building
 - Limited to percent of funded program
 - ✓ Liability insurance
 - As it relates to covering people within the premises of the agency; Limited to percent of funded program
 - ✓ Vehicle/Auto
 - Limited to vehicles used in the transportation of people or goods related specifically to funded program; limited to percent of funded program
 - Limited to specific “funded program” in which such is focus of awarded program
 - ✓ Workman’s Compensation
 - Limited to percent of total expense for those engaged in program
- Kitchen Supplies
 - ✓ Limited to specific “funded program” in which meals are the focus of the awarded program
- Vehicle Maintenance
 - ✓ Limited to specific “funded program” in which the transportation of people or goods is the focus of awarded program

GRANT EXPENDITURES – UNALLOWABLE

The following listing may not be all inclusive and in some rare cases the listed expense may be allowable. Programs funded through EAF are so varied that occasionally there is an exception to the rule due to the nature and/or focus of the program being funded.

- Building Maintenance or Repair
- Cash Incentives to program participants
- Capital Expenses or Construction Costs
- Celebrations of any kind
- Childcare Expenses
- Consultant Fees
- Entertainment/Recreation Costs (including but not limited to tickets to shows or sports events, lodging, etc.) Educational events for youth are acceptable under some circumstances.
- Food or Beverages (Funds may be used to pay for costs related to food distribution and out of school time snacks for youth, teens and/or young adults programs, no funds for out of school meals or Kids' Café)
- Furniture
- Fund-raising or development expenses of any kind (includes promotional items i.e. cups, hats, etc.)
- Incentives, awards, gifts or participant wear such as tee shirts, bags, hats, plaques, etc.
- Indirect Costs (costs that benefit the operations of the entire organization, but cannot be identified to one program)
- Items not approved in Program Budget
- Items that do not have proper documentation and backup documentation as described under "Grant Reporting Documentation Expenditures"
- Membership and/or Organization Dues
- Personnel Costs associated with employee/employer taxes, benefits or other deductions (excluding accrued vacation, accrued sick time, savings accounts and retirement accounts deducted from gross pay as identified on pay stubs and/or payroll journal)
- Recognition awards, stipends, bonuses, and/or severance pay to staff or volunteers
- Religious activities or materials e.g. anything related to a religious belief
- State Sales Tax
- Vehicle Purchases or Vehicle Maintenance (exception to maintenance depending on program focus)

- Question 21:** If you are requesting funds from Metro in any of the following categories, you must provide a description\listing of how those funds will be spent (be sure to check the Grants Expenditures Per line Item and – Unallowable lists above):
- Office Supplies
 - Program materials
 - Small Equipment
 - Client Assistance
 - Other Expenses
- Question 22:** Please indicate all of the funding amounts you are using from other sources (including your in-kind dollars) to this program. Categories are the same as in Question 20.
- Question 23:** To determine the Total **Program** Budget you will need to add the total amount of EAF funds you are requesting for this program (round up to the nearest 100th) – from Question 20 – plus the total amount of Non –Metro funding that will support this program - from Question 21.
- Question 24:** What is the **AGENCY** total budget (for the current fiscal year – excluding any in-kind)?
- Question 25:** Does your agency receive any other funding to serve the population identified for this program?
- Question 26:** If you respond yes to Question 25, you will be asked to identify the source and amount of the funding your agency receives from Metro Government and other sources.

IV. EAF COLLABORATION AND SUSTAINABILITY:

- Question 27:** List up to 5 collaborative agency partners that are engaged in the delivery/support of this program. If there are none, then you must put N/A in the first box in order to continue.
- Question 28:** Describe your sustainability plan for the program after this funding cycle ends. Please describe how your agency plans to continue to financially support this program after June 30, 2017. **(250 words or less).**
- Question 29:** If you plan to submit another application (new or continuation) for your agency, you will click the yes button and be taken to a page with instructions on how to get a new link for an additional application. **If you do not plan to submit another application, then it is suggested that you make a copy of your application for your files. To do so, simply go back to the**

beginning of your survey using the “Prev” button and print each section. You can move from section to section using the “Next” button. Each section will print in its entirety using the print function located at the top of your toolbar.

Please contact us using the following email address if you are interested in submitting additional program applications. Each additional program application will have its own unique link. We will provide you with a new survey link each time you complete an application and request a new link for your next program application. Please be specific that you are requesting a Community Services EAF application link for FY17.

EAF@louisvilleky.gov

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